



**LOUISIANA BOARD OF REGENTS**

**GUIDELINES FOR THE  
LOUISIANA CLASSROOM  
TEACHER ENROLLMENT PROGRAM  
(CTEP)**

**Revised Guidelines  
Adopted by the Board of Regents**

**December 5, 2002**



## **BOARD OF REGENTS' GUIDELINES FOR THE LOUISIANA CLASSROOM TEACHER ENROLLMENT PROGRAM (CTEP)**

**AUTHORIZATION:** During the 1993 Regular Legislative Session, the Legislature passed House Bill 535, and the Governor later signed into law, Act 253 of 1993 which enacted Louisiana Revised Statutes (L.R.S.) 17:3129.3. This law creates the Louisiana Classroom Teacher Enrollment Program (CTEP), which, if several stipulations are met, allows classroom teachers to attend Louisiana's public colleges and universities tuition free (all other fees must be paid by the teacher) on a space available basis. This law was amended by Act 1213 (HB 2187) of 1995 which is now L.R.S. 17:3129.3(C)(2)(c). The law also requires that classroom teachers who participate in CTEP during any one school year shall be obligated to practice as a classroom teacher in the elementary or secondary schools of Louisiana for at least the subsequent school year.

The CTEP program is applicable and valid only for courses offered on the main campus of or through compressed video courses offered by the college or university which the teacher plans to attend. CTEP may not be used to schedule off-campus, correspondence, or distance learning (television, etc.) courses. Independent study courses, practicum courses requiring individual supervision, thesis courses, and dissertation courses are not eligible for tuition exemption under the CTEP program. The law creating CTEP limits course enrollment to six (6) semester hours per academic year semester [four (4) semester hours per academic year quarter at Louisiana Tech University]. Course enrollment limits for summer sessions or quarters under this program are those imposed by the college or university in which the teacher enrolls.

**ELIGIBILITY:** In order to be eligible to participate in CTEP, prior to the last day of the semester, quarter, or session for students to add courses to their schedule, a teacher must:

1. Meet all requirements for admission to the technical college, community college, or university at the appropriate level (undergraduate or graduate, degree seeking or non-degree seeking) and have completed the appropriate admissions process and been accepted for admission by the college or university which s/he plans to attend under CTEP.
2. Meet all prerequisite requirements for the course(s) in which s/he intends to enroll under CTEP.
3. Not be, or have been, registered for the semester, quarter, or session in which s/he plans to participate in the CTEP program for the course(s) in which s/he intends to enroll under this program.

4. Be employed full-time as a classroom teacher and hold a valid Louisiana Teaching Certificate, or if the application is for the summer session or quarter, have been so employed during the previous academic year.
5. Be employed as a classroom teacher by:
  - a. A city or parish school board; or
  - b. A non-public school approved by the State Board of Elementary and Secondary Education (BESE).
6. Not otherwise be eligible to enroll in such course(s) pursuant to the continuing education tuition exemption program, established by BESE as the Teacher Tuition Exemption Basic Program (TEP), for the current semester, quarter, or session.
7. Have been denied tuition funding for the course(s) s/he intended to schedule under the TEP program because TEP funding has been exhausted, the requested course is outside the applicant's current teaching area, or the teacher does not meet BESE criteria for participation in TEP under the 8g Local Teacher Quality Block Grant program. The Employing Authority must write a letter/memo containing an official signature that indicates why the teacher has been denied TEP funding.
8. Have no outstanding financial obligation to any college or university participating in CTEP.

## **PROCEDURES:**

1. Prior to the close of business on the last day for adding courses to student's schedules for the semester, quarter, or session for which the teacher plans to enroll under CTEP, the teacher must:
  - a. Obtain a copy of the CTEP guidelines and a listing of the CTEP Coordinators from the Board of Regents web site or from local colleges or universities.
  - b. Obtain a CTEP Application Form from the CTEP Coordinators and other information about procedures that may be specific to individual colleges or universities.
  - c. Apply and be accepted for admission to the college or university in which s/he intends to enroll under CTEP, at the appropriate level (undergraduate or graduate, degree seeking or non-degree seeking);
  - d. NOT HAVE REGISTERED for any of the courses in which s/he intends to enroll under CTEP.
  - e. Meet all the prerequisites for the course(s) in which s/he intends to enroll under CTEP.

- f. Complete the CTEP Application Form and have it signed by the Employing Authority and his/her principal. Also, secure a memo/letter that has been signed by the Employing Authority which indicates why s/he does not qualify for teacher tuition exemption funds under the 8g Local Teacher Block Grant Program.
  - g. Present the CTEP Application Form and letter/memo from the Employing Authority to the CTEP Coordinator at the college or university in which s/he plans to enroll under CTEP.
  - h. CTEP applicants will be notified within three working days after the last day to add classes whether they are eligible or ineligible to participate in CTEP. It is important that prospective CTEP participants give accurate information as to how they may be contacted by the college/university during this time period.
2. CTEP applicants must late register and must pay required fees no later than two working days after being notified that they are eligible to participate in CTEP.

Initially Adopted by the Board of Regents  
December 10, 1993

Revised Guidelines Adopted by the Board of Regents  
December 5, 2002

# APPLICATION FORM FOR CTEP

*(Revised: 12-05-02)*

**TO BE FILLED IN BY APPLICANT:**

1. Application for:                  Fall, 20\_\_\_\_;                  Winter, 20\_\_\_\_;                  Spring, 20\_\_\_\_  
                                 Summer, 20\_\_\_\_;                  Intersession, 20\_\_\_\_
2. Name: \_\_\_\_\_  
                                 Last                                  First                                  Middle
3. Teacher Certification Type and Number: \_\_\_\_\_
4. Social Security No. \_\_\_\_\_ 5. Date of Birth \_\_\_\_\_
6. Home Address: \_\_\_\_\_  
   Street/Number  
  
                                 City                                  State/Zip                                  Parish
7. E-mail Address: \_\_\_\_\_ 8. Gender:      Male      Female
9. Telephone No.      Work: (\_\_\_\_\_) \_\_\_\_\_      Home: (\_\_\_\_\_) \_\_\_\_\_

**CERTIFICATION CONCERNING INFORMATION PROVIDED, INTENT TO TEACH NEXT ACADEMIC YEAR IN LOUISIANA SCHOOLS, AND OUTSTANDING DEBT STATEMENT:**

10. I certify that the above information is true and correct to the best of my knowledge, and I also certify that it is my intent to teach during the next academic year in the elementary/secondary schools of Louisiana. I further certify that I do not have any outstanding financial obligations to any higher education institution in Louisiana.

Signature of Applicant

Date \_\_\_\_\_

11. I intend to register for the following courses under the CTEP program. Please note semester hour limit in the Information Section about the CTEP.

	<i>Dept. Designation</i>	<i>Course #</i>	<i>Course Title</i>	<i>Course Credit</i>
1.				
2.				
3.				

**TO BE FILLED IN BY LOCAL SCHOOL SYSTEM OR EMPLOYING AUTHORITY:**

12. Certification of employment as full-time classroom teacher:

I certify that this teacher:

Is currently employed as a full-time classroom teacher AND  
Was employed during the last academic year as a full-time classroom teacher AND  
That the school in which he/she teaches (taught) is approved by BESE.

\_\_\_\_\_  
Employing Authority Signature

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Employing Authority Typed Name

\_\_\_\_\_  
Principal's Typed Name

\_\_\_\_\_  
Employing Authority Title/Position

\_\_\_\_\_  
Typed Name of School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**TO COMPLETE THE CTEP APPLICATION PROCESS:**

- ☐ Please follow the following steps to complete the CTEP process:
- ☐ Submit admission information to the college or university and meet all admission requirements at the appropriate level.
- ☐ Obtain the guidelines for CTEP and the names of the CTEP Coordinators from the Board of Regents web site, Department of Education web site, or at a local technical college, community college, or university.
- ☐ Secure a copy of the CTEP Application Form from the CTEP Coordinator at the local university and technical college and determine if additional procedures need to be followed.
- ☐ Complete the CTEP Application Form and obtain signatures from the Employing Authority and Principal.
- ☐ Obtain an original letter/memo signed by the Employing Authority which indicates that you have been denied teacher tuition exemption funds under the 8g Local Teacher Block Grant program due to insufficient funding. The memo should indicate that in accordance with R.S. 17:3129.3 (A), the Employing Authority is requesting that the teacher be allowed to enroll in the university's program under the Classroom Teacher Enrollment Program (CTEP).
- ☐ Submit the CTEP Application Form and letter/memo from the Employing Authority to the CTEP Coordinator at the local university or technical college.
- ☐ Follow the internal procedures for the technical college, community college, or university.

## **CLASSROOM TEACHER AND VOCATIONAL-TECHNICAL ENROLLMENT PROGRAM**

RS 17:3129.3

§3129.3. Louisiana classroom teacher and vocational–technical school instructor enrollment program; creation; regulations; limitations

- A. The Board of Regents shall develop, in concert with the institutions of higher learning under its jurisdiction and their management boards, a program for the enrollment of Louisiana full-time classroom teachers and vocational-technical school instructors in courses of instruction for college credit offered on the main campus of said institutions, on a tuition-free basis, where space is available and where the applicant teacher or instructor meets any prerequisite course requirements and all other requirements of this Section. The program shall be implemented at no additional cost to the state. However, any institution having a teacher or instructor enrolled pursuant to the provisions of this Section may count such enrollment in its computation of student credit hours. All fees required for enrollment, except tuition, shall be paid by the teacher or instructor. For purposes of this Section, "classroom teacher" shall be defined as any full-time classroom teacher employed by a city or parish school board and holding a valid Louisiana teacher's certificate, and any full-time classroom teacher employed by a nonpublic school approved by the State Board of Elementary and Secondary Education.
- B. The program shall be implemented not later than January 1, 1994.<sup>1</sup>
- C. (1) (a) By September 1, 1993<sup>1</sup>, the board shall adopt rules and regulations to carry out the purposes of the program and, prior to adoption, shall submit them to the House Committee on Education and the Senate Committee on Education for review and comment.
  - (b) By September 1, 1995, the board shall adopt rules and regulations to implement provisions relative to participation of vocational-technical school instructors and, prior to adoption, shall submit them to the House Committee on Education and the Senate Committee on Education for review and comment.
- (2) Such rules and regulations shall include but not be limited to the following:
  - (a) A requirement that the appropriate administrator at the institution approve space availability for the program and that such approval shall be granted absent any documented evidence that space is not available.
  - (b) A requirement that space availability shall be determined only after the deadline established by the institution for student schedule changes.
  - (c) (i) A requirement that to be eligible to participate in the program, a teacher or instructor shall not otherwise be eligible to enroll in such course or courses pursuant to the continuing education tuition exemption program established by the State Board of Elementary and Secondary Education.
  - (ii) By August 1, 1995, the State Board of Elementary and Secondary Education shall provide a copy of the guidelines and eligibility requirements for the continuing education tuition exemption program administered by the board to each institution and if any revisions are made to such guidelines and requirements after such time, the board shall provide the revised guidelines and requirements, to each institution on a timely basis.

- (iii) Upon receipt of the guidelines and requirements for the continuing education tuition exemption program as provided in Item (ii) of this Subparagraph, each institution shall be responsible for determining eligibility for enrollment in the program as provided by this Section.
- (iv) Any teacher who is otherwise eligible for the program as provided this Section and who is denied enrollment into the continuing education tuition exemption program as provided by the State Board of Elementary and Secondary Education due to insufficient funding for the program for the semester or quarter in which the teacher applies, shall be eligible to participate in the program as provided by this Section.
- (d) A requirement limiting the course enrollment of a classroom teacher or instructor pursuant to the provisions of this Section to not more than six credit hours for any one semester or its equivalent for attendance at any institution operating on a quarter system. There shall be no limitation on course enrollment during summer sessions.
- (e) A requirement that participation in the program by a classroom teacher or vocational-technical school instructor during any one school year shall obligate such teacher to practice his profession as a classroom teacher in the elementary or secondary schools of the state and such instructor to practice his profession as an instructor in the state vocational-technical schools for at least the subsequent school year.

Acts 1993, No. 253, §1, eff. June 2, 1993; Acts 1995, No. 1010, §1, eff. June 29, 1995; Acts 1995, No. 1213, §1.

<sup>1</sup>As Appears in enrolled bill.



## CTEP COORDINATORS

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